

## **CHAPTER ONE: GENERAL PROVISIONS**

### **SUBCHAPTER 1.17: SOCIAL MEDIA POLICY**

#### **1.17.010 Purpose and Scope**

(a) This subchapter shall serve as the Town of Colma's Social Media Policy and shall govern the use of Social Media sites used for Town business purposes.

#### **1.17.020 Definitions**

(a) "Social Media sites" shall be defined as services through which multiple users can easily publish and share a wide variety of content, including written commentary, pictures, and video/audio files via the Internet. Social Media sites may include Facebook, Twitter, or any other site that meets the definition provided in this subchapter.

#### **1.17.030 General Policy**

(a) The City Manager or his/her designee shall review and pre-approve a Town Department's establishment and use of any Social Media site.

(b) All Town Social Media site shall adhere to applicable Federal, State and local laws as well as Town policies and regulations.

(c) All Town Social Media sites are subject to the California Public Records Act. Any and all content on a Town Social Media site, including, but not limited to, subscribers, postings, and comments may be considered a public record and could be subject to public disclosure.

(d) Town Social Media sites shall be maintained by the designated Town of Colma employee(s) and shall be used for Town business purposes only. The Town Social Media Policy governs use of any Town administered Social Media site; regardless of whether the site(s) is (are) accessed from Town computers, computers outside the Town, or mobile devices.

(e) The Ralph M. Brown Act (Brown Act) requires that public agencies deliberate and take action openly. Content and/or comments made by a Town Official via a Social Media site on Town-related issues within their jurisdiction could be subject to the requirements of the Brown Act. Town Elected Officials should refrain from posting simultaneous content or comments on any Town of Colma related issue on a Social Media site.

(f) The Town of Colma reserves the right to restrict or remove any content that is in violation of any applicable law or the Town's Social Media Policy. Any content which is

removed will be retained by the Town for a reasonable period of time, and will include the time, date, and user name (or screen name) of the content originator, when possible.

(g) All Social Media sites established and administered by the Town of Colma will clearly state that they are sponsored by the Town.

(h) Whenever possible, all Town of Colma Social Media sites shall be linked via the appropriate technology to the Town's website for forms, documentation, online services and any other information or services necessary to conduct business with the Town. The Town of Colma's website: [www.colma.ca.gov](http://www.colma.ca.gov) will remain the Town's primary repository of information regarding Town operations, policy and business.

(i) The City Manager or his/her designee, and individual Department Heads, are responsible for assigning staff to update, respond to inquiries, and keep information current on Social Media sites.

(j) The objectives for participating in Social Media sites are to:

- (1) Disseminate information to our community and neighboring communities;
- (2) Demonstrate commitment to outreach and engagement and to monitor issues affecting the Town; and
- (3) Build and engage an "online community" of residents and businesses.

(k) All staff time used on Social Media sites shall be for the purposes of conducting Town business only.

(l) No communications made with the Town through Social Media sites shall be deemed to constitute public comment or legal notice to the Town or any of its agencies, officers, employees, agents or representatives where notice to the Town is required by any federal, state, local laws, rules or regulations. Any comment or notice shall be submitted to the Town and not through a Social Media site.

(m) No request made through a Town Social Media site shall constitute a request under the Public Records Act. Any request for a public record shall be submitted to the Town and not through a Social Media site.

#### **1.17.040 Comment Policy**

(a) The Town of Colma is committed to serving the online community in a civil and unbiased manner. In order to streamline communication, Town Social Media sites will not allow direct comments or postings and the Town establishes its Social Media sites as non-public forums.

(b) The Town of Colma reserves the right to deny access to a Town Social Media site to any individual who violates the Town of Colma's Social Media Policy at any time, and without prior notice.

#### **1.17.050 Code of Conduct for Town Employees**

(a) All employees shall be provided with a copy of this Policy and be directed to familiarize themselves with it.

(b) Employees' use of Town Social Media sites for official business is governed by this Policy, as well as applicable Town Rules and Regulations. Disciplinary action, up to and including dismissal, may be imposed for violation of this Policy. If findings warrant, disciplinary action will be initiated in accordance with all relevant sections of the Town's Personnel Rules and Regulations.